



State of New Jersey
DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
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VETERANS AFFAIRS BULLETIN
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MANDATORY STAFF TRAINING AND EDUCATION REQUIREMENTS

1. A recent review of staff training records revealed some serious shortcomings. While all Veterans Memorial Homes (VMHs) had good orientation programs, the tracking records for mandatory staff training did not meet the state requirements for yearly sessions. I am concerned that the tracking data I viewed did not distinguish mandatory training requirements for different staff sections, nor did those records, in many instances, delineate the yearly or in some cases the quarterly requirement for this mandatory training.

2. A brief synopsis of those requirements outlined in N.J.A.C. 8:39 (Standards for Licensure of Long Term Care Facilities) and DMAVA Regulations is given below:

a. Subchapter 9. Mandatory Administration.

8:39-9.3 – Mandatory policies and procedures for advance directives

“(1) At least one education or training program each year shall be held and documented for all administrative and resident care staff regarding the rights and responsibilities of staff under the New Jersey Advance Directives for Health Care Act (P.L. 1991, c.201) and the Federal Patient Determination Act (P.L. 101-508), and internal facility policies and procedures to implement these laws.”

b. Subchapter 13. Mandatory Communication.

8:39-13.4 – Mandatory staff education and training for communication

“(b) Each service shall provide education or training for all employees in the service at least four times per year and in response to resident care problems, implementation of new procedures, technological developments, changes in regulatory standards, and staff member suggestions. All staff members shall receive training at least two times per year about the facility’s infection control procedures, including hand washing and personal hygiene requirements.”

“(c) At least one education training program each year shall be held for all employees on each of the following topics:

1. Procedures to follow in case of emergency;
2. Abuse, neglect, or misappropriation of resident property:
 - i. Abuse prevention strategies including, but not limited to, identifying, correcting, and intervening in situations where abuse, neglect, or misappropriation of resident property is likely to occur;
 - ii. Identifying events, such as suspicious bruising of residents or patterns and trends that may constitute abuse, neglect, or misappropriation of resident property;
 - iii. Protecting residents from harm during an investigation of abuse, neglect, or misappropriation of resident property.
 - iv. Identification of staff responsible for investigating and reporting results to the proper authorities;
 - v. Reporting substantiated incidents to the appropriate local/state/federal agencies and taking all necessary corrective actions depending on the results of the investigation; and
 - vi. Reporting to the state nurse aide registry or licensing authorities any knowledge of any actions or any court of law which would indicate that an employee is unfit for service;
3. Resident rights; and
4. Pharmacy (for all direct care staff).”

c. Subchapter 27. Mandatory Quality of Care.

8:39-27.1 – Mandatory policies, procedures, and practices for quality of care

“(d) All nursing and professional staff of the facility shall receive orientation and annual training in the use of restraints, including at least:

1. Emergency and non-emergency procedures;
2. Practice in the application of restraints and alternative methods of intervention; and
3. Interventions by licensed and non-licensed personnel.”

d. Subchapter 31. Mandatory Physical Environment.

8:39-31.2 – Mandatory general maintenance

“(a) Personnel engaged in general maintenance activities shall receive orientation upon employment and, at least once a year, education or training in principles of asepsis, cross-infection control, and safe practices.”

8:39-31.6 – Mandatory fire and emergency preparedness

“(a) Employees shall be trained in procedures to be followed in an emergency operations plan and instructed in the use of fire fighting equipment and resident evacuation of the buildings as part of their initial orientation and at least annually thereafter.”

“(b) Fire drills shall be conducted at total of 12 times per year, with at least one drill on each shift and one drill on a weekend. The facility shall attempt to have the local fire department participate in at least one fire drill per year. An actual alarm shall be considered a drill if it is documented.”

“(o) The facility shall conduct at least one evacuation drill each year, either simulated or using selected residents. State, county, and municipal emergency management officials shall be invited to attend the drill at least 10 working days in advance.”

e. Department of Veterans Affairs.

51.210 Administration

“(q) Disaster and emergency preparedness

“2. The facility management must train all employees in emergency procedures when they begin to work in the facility, periodically review the procedures with existing staff, and carry out unannounced staff drills using those procedures.”

N.B. This list does NOT include the mandatory 12 hours of training required every year for certified nurse aides by both the VA and the State. That is a separate training issue.

3. Find as attachments training matrixes for each of the required training components. These forms can be accomplished either electronically or manually. I would strongly recommend that these formats be used to manage staff mandatory training requirements.

4. Questions or inquiries concerning this bulletin should be addressed to BG Frank R. Carlini, Director, Division of Veterans Healthcare Services at 609-530-6766 or e-mail Frank.Carlini@njdmava.state.nj.us.

OFFICIAL:

A handwritten signature in black ink, appearing to read "David S. Sneider". The signature is fluid and cursive, with a large initial "D" and "S".

DAVID S. SNEDEKER
Chief Information Officer
Acting Director, Information and
Administrative Services Division

GLENN K. RIETH
Major General, NJARNG
The Adjutant General

DISTRIBUTION: A, F, S (VMH Nurse Educators)

5 Attachments

1. Mandatory Administrative Staff Yearly Education Matrix
2. Mandatory Direct Care Staff Yearly Education Matrix
3. Mandatory Maintenance Staff Yearly Education Matrix
4. Mandatory Quarterly Education for Each Service
5. Monthly Fire Drill Log

New Jersey Veterans Memorial Home at _____

Mandatory **Administrative Staff** Yearly Education Matrix - Year: _____

(Please enter the date that training was given under the appropriate heading/column)

[illegible]

New Jersey Veterans Memorial Home at _____

Mandatory **Direct-Care Staff** Yearly Education Matrix - Year: _____

(Please enter the date that training was given under the appropriate heading/column)

[illegible]

New Jersey Veterans Memorial Home at _____

Mandatory **Maintenance Staff** Yearly Education Matrix - **Year:** _____

(Please enter the date that training was given under the appropriate heading/column)

Staff Member Name, Title, Unit	Abuse, Neglect, Theft	Resident Rights	Infection Control: Asepsis, Cross- Infection, Safe Practices	Emergency: Fire Fighting Equipment	Emergency: Resident Evacuation	Evacuation Drill: Yearly

New Jersey Veterans Memorial Home at _____

Mandatory Quarterly Education for Each Service – Department Name: _____ Year: _____

(Please enter the date that training was given under each heading/column)

Staff Member Name, Title and Unit	Quarter One Date and Topic	Quarter Two Date and Topic	Quarter Three Date and Topic	Quarter Four Date and Topic

New Jersey Veterans Memorial Home at _____
Monthly Fire Drill Log - Year: _____

(Please enter the date that fire drill was conducted under the appropriate month/column)

[illegible]